



CCSBT-EC/0910/06

DRAFT 2010 BUDGET

Purpose

To agree a general budget for 2010.

Discussion

The draft general budget for 2010 is at Attachment A. The expenditure estimated for 2010 is \$1,877,772, which is a \$173,453 (10.2%) increase over the revised expenditure for 2009. However, the total estimated contribution from Members for 2010 is lower than in 2009 by \$18,387 (1.1%). This is due to a surplus of \$181,039 that has been carried over from 2009.

General Comment

In preparing the draft budget, the Secretariat has:

- Adopted exchange rates of AU\$1.00=US\$0.78, NT\$24, 71.4 Yen and 0.48 Pounds.
- Planned for the Extended Scientific Committee (ESC), Compliance Committee and Extended Commission meetings to be held in Taipei, with the Scientific Committee and Commission meetings being held in Narita.
- Applied a 2.5% increase to estimated salaries and allowances.
- Planned for a Management Procedure Technical meeting to be held in Seattle, intersessional development of the Management Procedure, further development of the CPUE series for the MP, and continued tag recovery¹ as recommended in paragraph 141 of the 2009 ESC report.
- Budgeted for updating, development and printing of education pamphlets for seabirds, sharks and sea turtles as recommended in paragraphs 73 and 82 of the 2009 report of the Ecologically Related Species Working Group (ERSWG) meeting. This is a large and uncertain amount (\$164,500), so options are provided later for scheduling this work and the associated costs.
- Planned to update the CCSBT web site as recommended in the Report from the Secretariat (CCSBT-EC/0910/04).
- Continued the arrangement for the proper provisioning for accruing staff liabilities.

Calculation of contribution from Members

The calculation of Member contributions has used the same relative allocations as used by the Finance and Administration Committee in paragraph 13 of its report to CCSBT 15 (Attachment 7 of the CCSBT 15 Report). This comprises the following changes:

- An increase in the New Zealand allocation to 1,000 tonnes; and
- A restoration of parity between the allocations of Australia and Japan in 2010 at 5,665 tonnes.

¹ 2010 tag recovery expenses have been reduced by \$10,000 subsequent to the ESC meeting due to a new (and lower) estimate for the number of tags expected to be returned in 2009, which is assumed to flow on to 2010.

Increases in expenditure since 2009

The budget sections with increased forecast expenditure for 2010 are:

- **Special Projects**, due to inclusion of the ERSWG recommendation in relation to developing/printing ERS education pamphlets and increased intersessional work on the Management Procedure.
- **SC/ESC Meeting and Annual Meeting**, due partly to the high cost of venue & equipment hire in Taipei² and to a lesser extent, separating the Extended Scientific Committee & Extended Commission meetings from the Scientific Committee & Commission meetings (which are budgeted to be held in Narita). There are other increases in costs for these meetings over the revised 2009 budget, but the majority of these are because of savings during 2009 rather than an increase in expected costs.
- **Office Management Costs**, show a very small increase, which is mainly due to plans to redevelop the CCSBT web site.

Reductions in expenditure since 2009

The budget sections with reduced forecast expenditure for 2010 are:

- **Sub-Committee Meetings**, because no ERSWG or Strategy & Fisheries Management Working Group meetings have been budgeted for 2010.
- **Secretariat Costs**, due mainly to reduced recruitment costs for 2010 and the lack of unfunded staff separation liabilities as at 1 January 2010.

Options for scheduling the development of ERS education pamphlets

The September 2009 ERSWG meeting recommended that the CCSBT should revise and reprint its seabird and shark pamphlets and develop a pamphlet on sea turtles. The ERSWG also requested the Secretariat to produce cost estimates for the revisions. Unfortunately, there has been insufficient time since the ERSWG meeting to properly scope the work involved or to produce robust cost estimates. Instead, the Secretariat has obtained “indicative estimates” from the company that produced the original pamphlets on the assumptions that:

- CCSBT Members will provide the necessary technical advice, translations, photographs and/or artwork and other assistance as required at no cost.
- There would be minor revisions to each language’s version of the seabird and shark pamphlets, plus completely new text for each pamphlet in Indonesian.
- Development of the sea turtle pamphlet would involve similar work as the original development of the sea bird pamphlet and it would be developed in English, Japanese, Korean, Mandarin and Indonesia.
- 2,150 pamphlets of each type³ will be printed, which is a similar volume to last time and they will be printed using the same materials as done previously (pamphlets in glossy water resistant sheets and identification sheets in a more robust laminated style).

The indicative cost estimate for each pamphlet and the associated identification sheet is provided below. The Secretariat considers these estimates to be highly uncertain and possibly at the higher end of the likely actual costs:

² It should be noted that the Taiwan Fisheries Agency conducted significant negotiation with the venue to obtain the best possible prices for the meeting.

³ This would be 430 copies of each pamphlet in each of the 5 languages if equal numbers of copies per language was requested.

Update and print the seabird mitigation pamphlets	\$42,000
Update and print the seabird identification sheets	\$11,000
Update and print the shark information pamphlets	\$38,500
Update and print the shark identification sheets	\$10,000
Develop and print the sea turtle information pamphlets	\$48,000
Develop and print the sea turtle identification sheets	\$15,000

Assuming that the Extended Commission supports the full recommendation from the ERSWG, there are 3 broad options for scheduling this work:

1. Update, develop and print all pamphlets and identification sheets during 2010.
 - This is the option that is currently budgeted in the draft budget for 2010. However, it should be noted that the original development and printing of the seabird and shark pamphlets took 3 years⁴, so it may not be possible to conduct all this work intersessionally within 2010. Completion within 2010 would require rapid responses from Members at all stages in the update and development process.
2. Update, develop and print a subset of the above during 2010 and scope the remaining work in order to provide more accurate cost estimates to complete the work.
 - The ERSWG specifically requested the Secretariat to "...provide cost estimates in relation to updating previous seabird and shark bycatch pamphlets to include both changes and updates in taxonomy of species". Therefore, one logical subset of the above to update/develop and print during 2010 would be all the identification sheets. The indicative cost for this is \$36,000.
3. Use 2010 to better scope the necessary work and to provide more accurate cost estimates for the Extended Commission to consider at its October 2010 meeting.

Prepared by the Secretariat

⁴ It was originally budgeted to commence in 2002, but the funds were carried forward to 2003 and finally to 2004 before the project was completed.

DRAFT GENERAL BUDGET - 2010

INCOME	2009 REVISED BUDGET	DRAFT 2010 BUDGET	% Variation
Contributions from members	\$1,610,465	\$1,592,078	-\$18,387
Japan	\$544,880	\$490,632	-\$54,248
Australia	\$484,120	\$490,632	\$6,512
New Zealand	\$116,142	\$152,160	\$36,018
Korea	\$170,827	\$162,317	-\$8,510
Fishing Entity of Taiwan	\$170,827	\$162,317	-\$8,510
Indonesia	\$123,669	\$134,021	\$10,352
Staff Assessment Levy	\$81,788	\$75,155	-\$6,633
Advance Member Contributions (2008)	\$127,929	\$0	-\$127,929
Carryover from previous year	\$24,471	\$181,039	\$156,568
Interest on investments	\$40,705	\$29,500	-\$11,205
TOTAL GROSS INCOME	\$1,885,358	\$1,877,772	-\$7,586

EXPENDITURE	2009 REVISED BUDGET	DRAFT 2010 BUDGET	Variation	% Variation
ANNUAL MEETING - (CCSBT17)(CC5)	\$179,468	\$249,200	\$69,732	39%
Independent chairs	\$40,317	\$47,800	\$7,483	19%
Interpretation costs	\$46,188	\$54,400	\$8,212	18%
Hire of venue	\$8,300	\$44,000	\$35,700	430%
Hire of equipment	\$22,100	\$31,600	\$9,500	43%
Catering	\$12,800	\$13,800	\$1,000	8%
Translation/printing of meeting documents	\$16,000	\$19,400	\$3,400	21%
Secretariat expenses	\$33,763	\$38,200	\$4,437	13%
SC/ESC Meeting	\$212,622	\$333,200	\$120,578	57%
Interpretation costs	\$46,848	\$56,000	\$9,152	20%
Hire of venue	\$14,805	\$50,200	\$35,395	239%
Hire of equipment	\$14,411	\$34,100	\$19,689	137%
Hire of consultants - Chairs and Advisory Panel	\$102,369	\$128,800	\$26,431	26%
Catering	\$9,314	\$9,700	\$386	4%
Translation/printing of meeting documents	\$0	\$15,000	\$15,000	-
Secretariat expenses	\$24,876	\$39,400	\$14,524	58%
SUB-COMMITTEE MEETINGS	\$145,234	\$79,217	-\$66,017	-45%
Ecologically Relates Species WG Meeting	\$35,503	\$0	-\$35,503	-100%
Strategy & Fisheries Management WG Meeting	\$63,179	\$0	-\$63,179	-100%
Performance Review	\$0	\$0	\$0	-
Operating Model Technical Meeting	\$46,552	\$79,217	\$32,665	70%
SPECIAL PROJECTS	\$90,237	\$254,500	\$164,263	182%
Operating Model/Management Strategy Development	\$13,047	\$34,700	\$21,653	166%
Development of the CPUE series	\$2,188	\$1,300	-\$888	-41%
Tagging program coordination	\$65,431	\$54,000	-\$11,431	-17%
Assistance to Indonesia on Operating Model	\$9,571	\$0	-\$9,571	-100%
Development & printing of ERS education pamphlets	\$0	\$164,500	\$164,500	-
SECRETARIAT COSTS	\$967,639	\$846,455	-\$121,184	-13%
Secretariat staff costs	\$512,820	\$542,300	\$29,480	6%
Staff assessment levy	\$81,788	\$75,155	-\$6,633	-8%
Employer social security	\$87,473	\$96,400	\$8,927	10%
Insurance -worker's compensation/ travel/contents	\$15,035	\$15,400	\$365	2%
Travel/transport	\$31,798	\$48,500	\$16,702	53%
Miscellaneous translation of documents	\$19,813	\$15,800	-\$4,013	-20%
Training	\$2,000	\$2,000	\$0	0%
Home leave allowance	\$6,000	\$8,000	\$2,000	33%
Other employment expense	\$1,480	\$2,300	\$820	55%
Recruitment expenses	\$135,232	\$0	-\$135,232	-100%
Staff liability fund (for unfunded liabilities at 1 Jan 2010)	\$55,000	\$0	-\$55,000	-100%
Staff liability fund (accumulating)	\$19,200	\$40,600	\$21,400	111%
OFFICE MANAGEMENT COSTS	\$109,118	\$115,200	\$6,082	6%
Office lease	\$39,997	\$40,200	\$203	1%
Office costs	\$43,521	\$52,700	\$9,179	21%
Provision for new/replacement assets	\$9,860	\$9,100	-\$760	-8%
Telephone/communications	\$15,740	\$13,200	-\$2,540	-16%
TOTAL GROSS EXPENDITURE	\$1,704,319	\$1,877,772	\$173,453	10%